

Chapter 1 GENERAL AND ADMINISTRATIVE

<i>Para</i>	<i>Title</i>	<i>Page</i>
1.1.	Purpose.....	1-1
1.2.	Objectives	1-1
1.3.	Responsibilities	1-2
1.4.	Organization.....	1-4
1.5.	Supply Assistance	1-4
1.6.	Medical Stock Record Accounts	1-4
1.7.	Requirements and Distribution.....	1-5
1.8.	Disposition of Records	1-5
1.9.	Support of Detached Medical Facilities	1-6
 <i>Attachments</i>		
1A1.	Abbreviations and Explanations of Terms	1-8
1A2.	Definitions.....	1-13
1A3.	Forms	1-23
1A4.	Publications	1-26
1A5.	Alphabetical Index.....	1-30

1.1. Purpose and Scope.

★1.1.1. Medical logistics provides facilities, equipment, materiel, services, and information to the medical mission. This volume provides logistics policy and guidance for Air Force medical activities. AFI 41-201, *Managing Clinical Engineering Programs*, contains facility management and equipment maintenance guidance. AFI 41-209, *Medical Logistics Support*, provides authority for the execution of medical logistics policy and procedures. MEDLOG information is in AFCSM 41-230, Volume 2, *Medical Logistics System (MEDLOG): 1008/AJ, Users Manual*.

1.1.2. Immediately report any conflict between these policies and other Air Force publications.

★1.1.3. Submit proposed revisions through command channels for evaluation. Forward major command (MAJCOM) approved revisions with comments to HQ AFMSA/SGML, 8901 18th Street, Brooks AFB TX 78235-5217.

1.1.4. Include AFMSA/SGML on the Volume 5 supplement publication distribution list.

1.2. Objective.

1.2.1. The primary objective of this volume is to provide policy and guidance for optimum materiel support for the missions assigned to Air Force medical activities. Effectiveness requires attainment of the following secondary objectives:

1.2.1.1. Provide outstanding materiel and services support to using activities.

1.2.1.2. Provide support with an economical investment in inventory.

1.2.1.3. Achieve and maintain all assigned war reserve materiel (WRM) programs.

1.2.1.4. Establish an effective equipment management program.

1.2.1.5. Advise customers, commanders, and administrators on all major materiel matters and other logistics considerations which affect medical treatment facility (MTF) operations.

1.3. Responsibilities.

1.3.1. General.

1.3.1.1. All personnel are responsible for safeguarding Air Force property. They may be held pecuniarily liable for negligent loss or destruction of property (see AFI 23-111, *Management of Government Property in Possession of the Air Force*).

1.3.1.2. Field visits ensure the coordinated fulfillment of logistics responsibilities by determining the adequacy and effectiveness of established systems, policies, and procedures.

1.3.1.3. Assignment of responsibility carries with it the authority to discharge the responsibility. Unless specifically prohibited, the authority may be delegated to one or more representatives to assist in carrying out the responsibility, however, the responsibility remains with the one to whom it was assigned.

1.3.2. The Surgeon General, HQ USAF, is responsible for:

1.3.2.1. Establishing policies and procedures for managing medical materiel for peacetime and wartime support of the Air Force.

1.3.2.2. Determining requirements for medical service programs.

1.3.2.3. Managing the Medical-Dental Division (MDD), Air Force Working Capital Fund (AFWCF).

1.3.2.4. Establishing policies and procedures for facility management.

1.3.2.5. Establishing procedures for services contracting.

★1.3.3. HQ Air Force Medical Support Agency Air Force Medical Logistics Division is an extension of the Air Force Surgeon's Office. The Air Force Medical Logistics Office (AFMLO) is a part of the Medical Logistics Division. The AFMLO will:

1.3.3.1. Provide liaison between Air Force medical activities and the Defense Logistics Agency (DLA), General Services Administration (GSA), and other sources of supply.

1.3.3.2. Furnish Air Force requirements for peacetime and wartime medical materiel support to Defense Supply Center Philadelphia (DSCP).

★1.3.3.3. Direct disposition of reported excess medical materiel.

1.3.3.4. Distribute medical materiel information to medical activities as directed by the Air Force Surgeon General.

1.3.3.5. Develop Air Force-wide statistics and analyses of performance of MDD accounts.

1.3.3.6. Perform MDD management and administrative functions as directed by the Surgeon General.

1.3.3.7. Formulate policy on the USAF medical equipment maintenance program.

1.3.3.8. Provide data systems analysis, design, and support for assigned projects and functions.

★1.3.3.9. Maintain and update Air Force medical Allowance Standard. Determine supply and equipment allowances for medical units and provide guidance for determining allowances for medical materiel for nonmedical activities.

1.3.3.10. Develop, publish, and distribute the Air Force Medical Logistics Letter (AFMLL).

1.3.3.11. Serve as medical focal point for military standard systems (MILS) changes. Coordinate proposed and approved changes with the Standard Systems Group (SSG) and the Surgeon General's office and provide the Air Force Medical Logistics position to the AF MILS focal point.

1.3.4. SSG is responsible for:

1.3.4.1. Analyzing, designing, developing, and maintaining Air Force medical materiel computer programs and systems according to priorities determined by AFMSA/SGML.

1.3.4.2. Resolving medical logistics systems computer processing difficulties.

1.3.5. MAJCOM surgeons are responsible for:

1.3.5.1. Conducting periodic command visits to assist in maintaining an optimum standard of medical logistics support.

1.3.5.2. Determining the effectiveness of medical logistics management within the command, analyzing medical materiel reports, and initiating corrective action.

1.3.5.3. Providing guidance and supervision on all aspects of medical logistics operations in support of command missions and programs.

1.3.5.4. Developing, implementing, and supervising the command medical equipment maintenance program.

1.3.5.5. Managing the MDD within the command.

1.3.5.6. Managing the command medical WRM program.

1.3.5.7. Establishing and maintaining the command medical equipment management office (CMEMO).

1.3.5.8. Ensuring effective use of medical materiel and monitoring the reporting and redistribution of excess medical materiel.

1.3.6. The Medical Treatment Facility (MTF) Commander:

1.3.6.1. Ensures that the base medical logistics operation is conducted as outlined in this volume.

1.3.6.2. Requests, as outlined in paragraph 1.6.2, the establishment or reinstatement of a medical Stock Record Account Number (SRAN). MAJCOMs may initiate requests for newly activated bases.

1.3.6.3. Defines the LP policy to staff members including economical use of LP materiel.

1.3.7. The Medical Logistics Flight Chief (MLFC) is responsible for:

1.3.7.1. All property on the medical stock record account or otherwise entrusted to the care of medical logistics.

1.3.7.2. Managing and operating the medical logistics activity. This includes acquisitions, inventory management, storage and distribution, equipment management and repair, facility management, and vehicle management.

1.3.7.3. Managing and operating the base level:

- MDD/AFWCF.
- Medical WRM program.
- Medical linen supply.
- Nonmedical materiel in the MTF.

1.3.7.4. Establishing a quality control program.

1.3.7.5. Keeping the commander and other managers informed.

1.3.7.6. Visiting each major using activity and department chief at least annually to solicit feedback from customers to improve logistics support. Visiting off base supported activities as required.

1.3.7.7. Providing a briefing to all newly assigned medical personnel. As a minimum the orientation should cover:

- Key logistics personnel and brief descriptions of their activities.
- The identity and responsibilities of the property custodian supporting that particular person.
- A brief description of the item acquisition process.
- A brief description of the process for approval and acquisition of equipment.
- Equipment maintenance and facility management. Include key personnel and their responsibilities.
- A short tour of the logistics areas.

1.3.7.8. Provide job qualification training for medical logistics personnel not assigned to a stock record account.

1.3.7.9. Appoint, in writing, an individual as the system administrator for the MEDLOG computer.

1.3.8. The property custodian:

1.3.8.1. Is appointed, in writing, by the MTF Commander or designee. Depending on the organization's size and scope, the same person may be appointed property custodian for more than one activity. Keep the original of the appointment letter in the property custodian's folder.

1.3.8.2. Is responsible for all MEMO controlled organizational equipment charged to that using activity's account.

1.3.8.3. Assists medical logistics to determine the supply items and quantities to be stocked in the using activity and the resupply frequency.

1.3.8.4. Prepares requests for equipment, supplies, and services needed by the using activity.

1.3.8.5. If needed, designates personnel as authorized representatives to request and receive materiel.

1.4. Organization. The base medical logistics organization will be consistent with AFPD 41-2, *Medical Support*. The responsible official described in AFI 23-111 will appoint, in writing, a medical service corps officer or, with the approval of the MAJCOM/SG, a civilian equivalent as the accountable medical supply officer. The accountable officer will manage the medical stock record account and will be responsible and accountable to the MTF Commander in all matters affecting the account. Appointment of the accountable medical supply officer should be based on the MTF Commander's recommendation. The stock record account must be transferred prior to permanent change of station or an absence of 45 days or longer (MAJCOM may extend to 90 days when justified).

1.5. Supply Assistance:

1.5.1. AFMLO is the contact point for general information and resolving general medical logistics problems.

1.5.2. SSG Medical Systems is responsible for resolving programming or processing difficulties in standard medical logistics data systems.

1.6. Medical Stock Record Accounts:

1.6.1. The identity, address, and other data about AF SRAN and station numbers are in DoD 4000.25-6-M, *DoD Activity Address Directory (DODAAD)*. Activities that need SRAN information which cannot be found in DoD 4000.25-6-M should contact AFMC LSO/LOT, 4375 Chidlaw Road, Ste 6, Wright-Patterson AFB OH 45433-5006. The Air Force SRAN is the DoD Activity Address Code (DODAAC). See Volume 1, Part 2, Chapter 1 and AFI 24-230, *Maintaining the DoD Activity Address Directory (DODAAD)*.

1.6.2. To establish a new account, coordinate with and obtain the concurrence of other base activities, such as Contracting, Accounting and Finance, Communications, etc., that may be affected so they can plan their workload change. Send requests (including changes) through command channels to AFMSA/SGML for approval and submittal to AFMC LSO/LOT. AFMSA/SGML will also forward a routing identifier code request to AFMC LSO/LOT. Provide the following data:

1.6.2.1. Type of account; that is, FM.

1.6.2.2. Requester's parent and host base command and organizational designation.

1.6.2.3. Requesting activity's mission and its security classification.

1.6.2.4. Complete mail, freight, and billing addresses (AFI 24-230).

1.6.2.5. Expected transaction volume.

1.6.2.6. Communications (AUTODIN, DDN, DSN, MEDNET) availability.

1.6.2.7. Personnel authorized and assigned for operation of the account.

1.6.2.8. Present method of property accounting and support.

1.6.2.9. Justification including which existing stock record accounts were considered and why they cannot be used.

1.6.3. When an account is to be deactivated, as soon as the official notice is received from the MAJCOM, the MLFC will submit a letter to the resident auditor or district audit office requesting a written determination of the need for a terminal audit.

1.6.3.1. The letter will include:

- Total inventory value.
- Value by inventory code.
- Number and amount of controlled medical items on the stock record account.

- Any anticipated problems.

1.6.3.2. Submit requests to terminate accounts through the same channels as requests to establish accounts. Requests will include the following information:

- Type and account number.
- Effective date of termination.
- Reason for termination.
- Copy of the letter from the auditor that a terminal audit is or is not required.

1.6.3.3. The purpose of a terminal audit is to ensure that closure policy and procedures are followed to terminate the medical stock record account; medical facility assets are properly distributed, disposed of, and accounted for throughout the closure process and documents recording these transactions are properly maintained for audit trail purposes.

★1.6.4. When an account is to be deactivated, the MLFC will schedule an inventory of medical property items, including condition, within 6 months of approval of closure. This is a requirement of Public Law 32CFR91.

★1.6.5. When there is a transfer of responsibility for a medical stock record account, both the accountable MLFC being relieved and the successor will sign the following certificate of transfer:

<p>_____ 20__</p> <p>I certify that the balance shown on the records of activity/DODAAC _____ as of the above date and the last document number _____ dated _____ 20__ is true and correct to the best of my knowledge and belief and that the property has been turned over this date to _____ pursuant to _____.</p> <p>I certify that I have received this date from _____ predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC to the last document number _____ dated _____ 20__ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC.</p> <p>APPROVED: _____</p>

Retain the original of this certificate until the incoming accountable officer, in turn, transfers accountability to a successor and is relieved of accountability. Provide a copy to the officer being relieved of accountability.

★1.7. **Requirements and Distribution.** Determine requirements and request CD publications of Volume 5 through applicable Customer Account Representative or Subaccount Representative. Normally, the Air Force Publishing Distribution Center and Command Publishing Distribution Center will no longer distribute paper copies of publications and forms which have electronic versions.

★1.8. **Disposition of Records.** Dispose of records created as a result of prescribed processes per AFMAN 37-139, *Records Disposition Schedule*, and AFI 37-138, *Records Disposition--Procedures and Responsibilities*, except at base closure. For base closure, work closely with the Base Records Manager to ensure proper protection of accountable records (transaction registers, inventory records, DD Forms 1149, **Requisition and Invoice/Shipping Document**, etc.) which are required to be maintained after base closure as "subject to audit" (AFI 37-138 and AFMAN 37-139).

1.9. Support of Detached Medical Facilities:

1.9.1. This paragraph describes pertinent policy and procedures for support of a detached MTF by a host stock record account. See the applicable chapters of this manual and AFCSM 41-230, Volume 2 for specific procedures for accounting for property located at the detached MTF and for issues, turn-ins, equipment maintenance, and stock rotation.

1.9.2. Normally, MTFs identified to be supported as detached MTFs will enter into a support agreement with the host base according to AFI 25-201, *Support Agreements Procedures*. Specific procedures used will vary according to such factors as the respective missions of the host and supported unit, distances involved, and the scope of support provided.

1.9.3. Where distance is a factor and the DLA depot or commercial vendor will send shipments directly to the detached MTF, an FY address may be established at the supported unit according to Volume 1, Part 2, Chapter 1. The detached MTF will process receiving reports to the host stock record account within one work day after receipt of the shipment. Controlled substances will not be shipped directly to an FY address but must be issued from the host stock record account.

1.9.4. Detached MTFs are authorized to stock up to 30 days of recurring demand, consumable supplies. If a detached MTF is the sole user of an item, stock at the supported unit may exceed a 30-day supply if stocking the larger quantity is cost effective.

Authorizations and exceptions described in Chapter 10 also apply. Formal inventory records at the detached MTF normally are not required. Visual inventory reorder procedures are encouraged in lieu of manual perpetual inventory records.

1.9.5. LP materiel support to the detached unit normally will be provided as described in Chapters 10 and 16. When the distance between the host and the detached unit is significant and commercial sources are readily available, MAJCOMs may authorize the detached unit to locally procure routine nonstandard medical items. This should be limited to situations where the detachment is a sole user or the quantity required justifies a procurement separate from the host. Do not use O&M funds for routine requirements. The host stock record account will provide MDD obligation authority to the detachment for this purpose. Establish procedures in accordance with AFCSM 41-230, Volume 2 to ensure proper fund control and accountability of requisitions, receipts, and issues of materiel procured under this authority.

1.9.6. Nonmedical materiel, non-personal services, and rentals for a detached MTF normally will be obtained from base supply or base contracting at the base where the detached unit is located rather than the host stock record account. The supported unit should follow the procedures in Chapters 16, 17, and 18. The host MEMO will account for nonmedical equipment and rental equipment according to AFCSM 41-230, Volume 2. Exceptions require the specific approval of the host MAJCOM.

1.9.7. The host medical logistics activity, in conjunction with the detached MTF, will establish procedures necessary for proper fund control according to this manual and AFCSM 41-230, Volume 2. Medical logistics will provide ADP system output financial management listings to the supported base accounting and finance officer (BAFO) and Resource Management Office (RMO) to ensure an effective interface with the Resource Management System (RMS). Establish the minimum number of cost centers for the detached MTF that is sufficient to provide necessary work-unit cost breakouts for RMS and budget presentations.

1.9.8. The host medical logistics support activity will give detached MTF requirements priority equivalent to the relative priority of comparable using activities at the host installation.

1.9.9. Support to AFRES and ANG includes medical equipment maintenance, medical materiel, and MEMO services. MEMO supports ANG only when ANG permits equipment transfer to the supporting MEMO. Support to AFRES and ANG medical units may only require establishing a using activity account and project fund management record. This depends on the support agreement. Other procedures are in Volume 1, Part 1, Chapter 17, Sections B and C.

Attachment 1A1
ABBREVIATIONS AND EXPLANATIONS OF TERMS

This attachment explains abbreviations and terms frequently used in medical logistics. Also, consult AFDD 1-2, *Air Force Glossary*, and Volume 1, Part 1, Chapter 1, Section A.

A

AAC..... Acquisition Advice Code
AC&W Aircraft Control and Warning
ADPE..... Automatic Data Processing Equipment
AFEMS Air Force Equipment Management System
AFFARS..... Air Force Federal Acquisition Regulation Supplement
AFIN..... Air Force Information Network
AFMC Air Force Materiel Command
AFMEDS Air Force Medical Excess Distribution System
AFMLL..... Air Force Medical Logistics Letter
AFMLO..... Air Force Medical Logistics Office
AFMSA..... Air Force Medical Support Agency
AFOSH Air Force Occupational Safety & Health
AFRC..... Air Force Reserve Component
AFROTC..... Air Force Reserve Officers Training Corps
AFWCF..... Air Force Working Capital Fund
ALC Air Logistics Center
ANG..... Air National Guard
AOP Approved Operating Program
★AS..... Allowance Standard
ASC Allowance Source Code
AUTODIN..... Automatic Digital Network

B

BAFO..... Base Accounting & Finance Officer
BCAS..... Base Contracting Automated System
BCE Base Civil Engineer
BCO Base Contracting Officer
BEE..... Bioenvironmental Engineer
BMET Biomedical Equipment Technician
BOD..... Beneficial Occupancy Date
BPA Blanket Purchase Agreement
BRI..... Back Order Release Issue
BW/CW..... Biological Warfare/Chemical Warfare

C

CATM..... Combat Arms Training and Maintenance
CBL Commercial Bill of Lading
CEMO..... Command Equipment Management Office
CFY Current Fiscal Year
★CME Centrally Managed Equipment
CMEMO Command Medical Equipment Management Office
CONUS..... Continental United States
CPD Central Processing and Distribution
CPU Central Processing Unit

D

DAAS Defense Automatic Addressing System
DBPA..... Decentralized Blanket Purchase Agreement

DEA..... Drug Enforcement Agency
 DEPMEDS Deployable Medical System
 DEPRA Defense Program for Redistribution of Assets
 DFARS..... Defense Federal Acquisition Regulation Supplement
 DIC Document Identifier Code
 DLA Defense Logistics Agency
 ★DDC..... Defense Distribution Center
 ★DMLSS Defense Medical Logistics Standard Support
 DMO Division Management Office
 ★DOC..... Designed Operational Capability
 ★DODAAC Department of Defense Activity Address Code
 DODAAD Department of Defense Activity Address Directory
 DODDS..... Department of Defense Dependents School
 DOFC..... Defense Orthopedic Footwear Clinic
 DRMO Defense Reutilization and Marketing Office
 DRMS Defense Reutilization and Marketing Service
 ★DSCP Defense Supply Center Philadelphia

E

EAID..... Equipment Authorization Inventory Data
 ★ECAT..... Electronic Catalog
 EDL Equipment Data List
 EMC Equipment Management Code
 EOD..... Explosive Ordnance Disposal
 EOQ..... Economic Order Quantity
 ERAA Equipment Review and Authorization Activity
 ESD..... Estimated Shipping Date
 ESL..... Estimated Storage Life
 ESOC..... Emergency Supply Operations Center

F

★FAC Functional Area Chief
 FAD Force Activity Designator
 FAR Federal Acquisition Regulation
 FDA Food and Drug Administration
 FMS Foreign Military Sales
 ★FOA Field Operating Agency
 FOB Found on Base (Chapter 12)
 or..... Free on Board (Chapter 16)
 FSC Federal Supply Classification Class
 FSG..... Federal Supply Classification Group
 FY Fiscal Year

G

GAO General Accounting Office
 GBL Government Bill of Lading
 GFM Government Furnished Materiel
 GLAC General Ledger Accounting Code
 GSA General Services Administration

H

HAMS..... Hospital Aseptic Management System
 HMR Historical Maintenance Record
 HVAC Heating, Ventilation, and Air Conditioning

I

IAV Inventory Adjustment Voucher

ICP..... Inventory Control Point
 IDO..... Internal Distribution Operation
 IEU..... Individual Equipment Unit
 IM..... Inventory Manager
 IMM..... Integrated Materiel Manager
 IMPAC..... International Merchants Purchase Authorization Card

J

★JCAHO..... Joint Commission on Accreditation of Healthcare Organizations
 JCS..... Joint Chiefs of Staff
 ★JRCAB..... Joint Readiness Clinical Advisory Board

L

LMR..... Land Mobile Radio
 LP..... Local Purchase

M

MAJCOM..... Major Command
 MDD..... Medical-Dental Division of the AFWCF
 MEDLOG..... Medical Logistics Computer System
 MEMO..... Medical Equipment Management Office
 MER..... Medical Equipment Repair
 MERC..... Medical Equipment Repair Center
 MG..... Milligram
 MILCON..... Military Construction Program
 MILSTRIP..... Military Standard Requisition and Issue Procedures
 MIPR..... Military Interdepartmental Purchase Request
 ★MLFC..... Medical Logistics Flight Commander or Chief
 MOV..... Materiel Obligation Validation
 ★MRL..... Medical Resources Letter
 ★MRDSS..... Medical Readiness Decision Support System
 MRO..... Materiel Release Order
 MRQ..... Maximum Release Quantity
 MSDS..... Material Safety Data Sheet
 MTF..... Medical Treatment Facility

N

NDC..... National Drug Code
 NGB..... National Guard Bureau
 NIIN..... National Item Identification Number
 NMFC..... National Motor Freight Classification
 NSN..... National Stock Number

O

O&M..... Operations and Maintenance
 OMB..... Office of Management and Budget
 OPR..... Office of Primary Responsibility
 OSI..... Office of Special Investigations

P

PAR..... Periodic Automatic Resupply
 ★PEC..... Program Element Code
 PCN..... Product Control Number
 PD..... Purchase Description
 PDO..... Publications Distribution Office
 PFY..... Prior Fiscal Year
 PMRP..... Precious Metal Recovery Program
 ★PO..... Purchase Order

POE..... Port of Embarkation
POM..... Program Objective Memorandum
POS..... Peacetime Operating Stock
★PPC..... Product Price Comparison
★PP&E..... Plant, Property and Equipment
PR..... Purchase Request
PTC..... Pharmacy and Therapeutics Committee
★PWS..... Performance Work Statement

Q

QA..... Quality Assurance
QAE..... Quality Assurance Evaluator
★QASP..... Quality Assurance Surveillance Plan

R

RC/CC..... Responsibility Center/Cost Center
RCS..... Reports Control Symbol
RDD..... Required Delivery Date
RDO..... Redistribution Order
RM..... Risk Management
RMO..... Resource Management Office
RMS..... Resource Management System
ROD..... Report of Discrepancy
ROP..... Reorder Point
RPIE..... Real Property Installed Equipment

S

SBSS..... Standard Base Supply System
SCL..... Stock Control Level
SRAN..... Stock Record Account Number
SSG..... Standard Systems Group

T

TCN..... Transportation Control Number
★TMDE..... Test Measurement Diagnostic Equipment
TMO..... Transportation Management Office
TO..... Technical Order
★TRICARE..... DoD Managed Health Care Program

U

★UDR..... Universal Data Repository
UFC..... Uniform Freight Classification
UMMIPS..... Uniform Materiel Movement & Issue Priority System
UND..... Urgency of Need Designator
UPS..... Uninterruptable Power Supply (Chapter 18)
or..... United Parcel Service (Chapter 8)
USP..... United States Pharmacopeia
USPS..... United States Postal Service
★UTC..... Unit Type Code

V

VA..... Department of Veterans Affairs

W

WRM..... War Reserve Materiel

Y

YTD..... Year to Date

Attachment 1A2 DEFINITIONS

For medical logistics activities, the following definitions apply.

A

Accountability. The added degree of responsibility for property which exists when a designated individual must maintain property records that are subject to audit.

Accountable Medical Supply Officer. A Medical Service Corps Officer or civilian equivalent appointed to be accountable for the medical stock record account. May also be referred to as the MLFC.

Accumulation Site. A designated base location, managed by the base Environmental Manager, to place HW from several generation points in containers or tanks for a length of time up to 90 days. The sites are typically at some distance from the generation points and are subject to additional inspection and containment requirements in Subparts I and J of 40 CFR 265. HW from individual generation points must be properly labeled and kept separated from each other. Consult the base Environmental Manager and the base HW management plan to determine if such an accumulation site is available for HW produced by the MTF. (See below for an explanation of "initial accumulation point.")

Allowance Document. An Air Force publication which prescribes items and quantities (basis of issue) of equipment normally required by Air Force organizations and individuals in the accomplishment of assigned missions, functions, and duties. Allowance documents are published as Allowance Standards (AS).

★*Allowance Standard (AS).* An equipment allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise, or change EAIDS.

Allowance Source Code (ASC). The three position number of the allowance document from which the authorization was derived or an assigned three position number which identifies authorizations from sources other than allowance documents. Approved ASCs reside in the Air Force Equipment Management System (AFEMS) or are available on CD-ROM under the title "ASRS-CDROM" and are distributed through the local PDO."

Antineoplastic Drugs (AD). Drugs which are toxic to rapidly proliferating neoplastic tissue. They are used to inhibit the growth of tumors through disruption of the cell cycle and destruction of actively growing cells. They are also known as cytotoxic, chemotherapy, or anticancer drugs.

Antineoplastic Drug (AD) Waste. Waste from AD agents or chemicals that occurs as remnants in containers or tubes or is waste due to accidents or spills. Also includes outdated ADs that need to be disposed of as waste. Some AD waste is characterized as HW according to Part 261, Subpart C or is listed in Part 261, Subpart D of Title 40 Code of Federal Regulations (CFR). This waste is identified by specific U-listed HW numbers assigned by the Environmental Protection Agency (EPA). For consistent waste management, all AD waste will be disposed of as HW.

B

Base Accounting and Finance Officer. The individual in the office of the base comptroller charged with the technical responsibility for the financial accounting, disbursing, and financial reporting for all appropriations, funds, and financial resources of the Air Force.

Base Environmental Function. The organization (generally Base Civil Engineering (BCE), Environmental Management Office (EMO), or designated BCE or EMO Subgroup) possessing the responsibility for the base HW management and planning activities and for establishing base-specific policy for all aspects of HW management.

Bulk Stores. The initial receiving and storage area for all items of supply and equipment in an MTF. Items in bulk stores belong to the local MDD and are recorded on the accountable stock records.

C

Carcinogen. An agent or substance which is responsible for causing cancerous growth.

Cart Levels. Predetermined levels for each item of supply in ready-to-use form and sterile packs stocked on an exchange cart.

Cart Staging Area. A holding area for exchange carts that have been restocked or are just entering into the reprocessing functions. This may be an area which is contiguously located to bulk stores, assembly and sterilization, or processed stores.

Central Dispatch Office. An integral element of the processed stores function, which controls the stocking and dispatching of carts, and also serves as a single point of contact for emergency ordering of supplies.

Central Processing and Distribution. Provides for the central management of all medical materiel required to support inpatient care activities. The heart of this concept is an automatic distribution system. CPD requires the standardization and centralization of the element of storage and distribution.

Central Procurement. Action by designated agencies, such as AFMC and DLA, to obtain consolidated requirements of materiel and services to meet department-wide requirements as distinguished from local purchase.

★*Centrally Managed Equipment.* Items that are centrally budgeted, centrally acquired and centrally managed. The complete life cycle of the item is managed centrally for unit requirements.

Characteristic Waste. A waste that exhibits any of the characteristics listed in 40 CFR 261, Subpart C (i.e., toxicity, corrosiveness, ignitability, reactivity).

Command Equipment Management Office (CEMO). The major command or separate operating agency organization responsible for managing the command equipment program for other than medical activity assets.

Command Medical Equipment Management Office (CMEMO). The major command activity responsible for managing the command medical equipment program. The CMEMO is a function of the major command surgeon.

Consumable Supply Item. An expendable item that loses its identity when used, cannot be reused for the same purpose, or is not durable enough to last one year. Drugs, X-ray film, and adhesive tape are examples.

Controlled Medical Item. An expendable item of medical materiel that, because of its susceptibility to misuse and theft, requires special accounting, storage, shipment, and issue precautions.

D

Decontamination Area. In a CPD operation, the initial receiving location of all items of supply from using activities, which require sorting, cleaning, and disinfecting. All items requiring sterilization are received in the decontamination area.

Defense Logistics Agency (DLA). The agency of the DoD which is responsible for the wholesale management, procurement, and distribution of items of supply common to the military departments.

Defense Logistics Agency, Defense Reutilization and Marketing Office (DLA/DRMO). The agency responsible for contracting for disposal of HW. Local DRMOs are authorized to accept accountability, but not physical custody, for disposal of noncontrolled, Resource Conservation and Recovery Act (RCRA) regulated HW in Federal Stock Class 6505.

Defense Supply Center Philadelphia (DSCP). The activity designated by DLA to manage and control wholesale operations for medical, subsistence, and clothing and textile support.

Detached Medical Facility. An MTF that does not have a stock record account integral to its organization and receives medical logistics support from another host medical activity.

Durable Supply Item. An expendable item that is not consumed in use and has a life expectancy in excess of one year but does not qualify as an equipment item.

E

Environmental Manager (EM). The base Environmental Management function supervisor or designated representative. Synonymous with the term environmental coordinator.

Equipment Authorization Inventory Data (EAID). A record of in-use equipment, mission category, and allowance source information.

Equipment Management Code (EMC). A single digit code in the AF cataloging system to indicate the type of management required for nonmedical equipment.

Equipment-Medical. A medical item that has a life expectancy of five years or more, maintains its identity when in use, is nonexpendable, and costs more than \$2500.

Equipment-Nonmedical. Nonmedical items that meet the criteria in Volume 4, Part 1, Chapter 18. All equipment is nonexpendable.

Ethylene Oxide (ETO). Used to sterilize surgical instruments, etc. Commercial ETO contains ozone depleting chemicals (ODC).

Expendability Code. See Medical Materiel Expendability Status Code.

Expense Medical Equipment. Medical equipment with a unit cost greater than \$2500 and less than \$100,000.

NOTE: Included are those items under the micropurchase threshold that require additional local control as designated by the MLFC.

Expiration Dated Materiel. Items labeled with a specific date beyond which the product either cannot be expected to yield its specific results or retain its required potency.

F

FDA Approved Drug. A drug approved for general use by the Food and Drug Administration (FDA) and manufactured in a facility which has been approved or recognized by the FDA, and administered only in a manner provided for in drug labeling.

Final Governing Standard. Applies to overseas environmental programs. Country specific substantive provisions, typically technical limitations on effluent, discharges, etc., or a specific management practice, with which DoD components must comply.

Forward Logistics. A proactive logistics function that is responsive to customer needs. It provides a complete medical logistics function to MTF customers.

G

General Refuse. Trash which poses no special health, aesthetic, or environmental risk.

Generating Activity. Each organization, shop, or work area possessing an operation or process that initially generates an HW stream. The generating activity must be identified in the MTF and Base Hazardous Waste Management Plan.

Generator. Any person, by site, whose act or process produces HW, or whose act first causes HW to become subject to regulation. EPA and state environmental agencies typically consider the Air Force installation as the generator. Therefore, all references in this chapter to the HW generator apply to the installation commander or written designee.

H

Hazard Communication Standard. A Federal Occupational Safety and Health Administration (OSHA) requirement, 29 CFR 1910.1200, that ensures information on the hazards of materials are transmitted to employees by labeling and MSDSs.

Hazardous Constituent. Any component, or chemical within a mixture, found in Appendix VIII to 40 CFR 261 or Appendix IX to 40 CFR 264.

Hazardous Material (HM). Any material which is a physical or health hazard and requires an MSDS as defined in the latest version of FED-STD 313.

Hazardous Material Generating Activity. Each installation organization (including AF and non-AF tenants) that generates HM requiring disposal.

Hazardous Material Pharmacy (HMP). The fundamental purpose of the HMP is to establish a single point of control for the purchase and use of hazardous materials (HAZMAT) and ozone depleting substances (ODS). The HMP objective is to minimize the quantity of HAZMAT and ODS on the installation. It accomplishes this by tracking the ordering, receipt, storage, distribution, use, and disposal of HAZMAT and ODS.

Hazardous Waste (HW). A waste as defined in 40 CFR 261.3 (Fed Std 313c), or applicable state HW management rules and regulations. Determination of whether or not a waste is a regulated HW will be made by the Bioenvironmental Engineer (BEE) with the coordination of the base Environmental Manager.

- A solid waste (discarded solid, liquid, semisolid, or contained gaseous material) which may cause or significantly contribute to an increase in mortality, or serious irreversible illness, or incapacitating reversible illness, or pose a substantial health or environmental hazard when improperly treated, stored, transported, disposed of, or otherwise managed.
- The characteristic can be measured by an available standard test method or can be detected by the generators through their own knowledge. If listed in 40 CFR 261, Subpart D, the waste is an HW. Listed wastes include ignitable, corrosive, reactive, extraction procedure (EP) toxic, acute hazardous, and toxic. If a waste is not listed but exhibits a characteristic of ignitability, corrosivity, reactivity, or EP toxicity using the test methods in Subpart C, it is an HW. The term acute hazardous refers to substances that are fatal to humans in low doses.

Hazardous Waste Characterization. The identification, description, and qualification of a HW stream, usually accomplished by the Bioenvironmental Engineering Services office.

Hazardous Waste Management Plan (HWMP). The HWMP is an installation-developed document that contains guidance for base personnel on local procedures for managing HW and incorporate pollution prevention practices into HW management pollution. The HWMP should include all tenants, including government-owned, contractor operated (GOCO) operations that generate HW.

Hazardous Waste Profile Sheet. A document (DRMS Form 1930) that describes the physical and chemical properties of an HW.

I

Initial Accumulation Point. A designated location where HW from a specific process is first collected in a container near its point of generation. HW placed in the container must be associated with the specific nearby process and must not exceed a volume of 55 gallons of HW or one quart of acutely HW listed in 40 CFR 261.33(e).

Internal Distribution Operation (IDO). A push supply system where medical materiel personnel automatically provide supplies to customers.

Investment Medical Equipment. An end item of medical equipment with a unit cost of \$100,000 or more. Investment equipment is excluded from the MDD. All investment equipment will be accounted for while in use.

Issue Document. A form used to request materiel and/or services from a MLFC or base supply officer and the document which records the issue of materiel or receipt of the service.

J

Joint-Use Equipment. Equipment which can be used to meet both an existing organization's mission and a wartime additive mission requirement. Joint-use equipment is accounted for on EAID records.

L

Listed Waste. A specifically identified solid waste, material, or item that is listed in 40 CFR 261, Subpart D.

Local Purchase (LP). An authorized purchase, from sources outside the Department of Defense, of materiel and services by a base activity for its own use or the use of a logistically supported activity. Local purchase is not limited to the immediate geographical area in which the base is located.

M

Manifest, EPA Form 8700-22 (Uniform Hazardous Waste Manifest) and EPA Form 8700-22a (Uniform Hazardous Waste Manifest Continuation Sheet). These are EPA shipping documents that are required by Federal or state regulatory agencies for transportation of HW. Manifests are signed by the installation commander or designated representative and are used to track HW to an EPA permitted or interim status treatment, storage, and disposal facility, refer to 40 CFR 262, Subpart B.

Material Safety Data Sheet (MSDS). A document containing the data required by, and prepared in accordance with, FED STD 313 to communicate to the user of the chemical, physical, and hazardous properties of material.

Medical-Dental Division (MDD), Air Force Working Capital Fund (AFWCF). A division of the *Air Force Working Capital Fund* authorized to procure, receive, store, and issue expense type medical items, under the RMS concept. The MDD provides a revolving account for expense type materiel (as defined for RMS purposes) from the time of its acquisition until it is issued. Overall responsibility for management of the MDD is vested in the Surgeon General and has been delegated to the AF Medical Logistics Office. Other directives concerning stock fund operations are DFAS-DER 7420-1, *Procedures in Support of Air Force Stock Fund*, and DFAS-DER 7000-8, *Materiel and Property Accounting*.

Medical Equipment Management Office. A functional element within each base medical logistics activity responsible for managing medical and nonmedical in-use equipment at each MTF. The MEMO is a nonnumbered account normally managed by the MLFC.

Medical Equipment Review and Authorization Activity (Medical ERAA). A group or individual appointed to review equipment authorizations for the medical activity and make recommendations to the approving official.

★*Medical Logistics.* The functional area within a medical organization responsible for support of patient care in peacetime and wartime/contingency. Medical Logistics functions include responsibility for Materiel Management, Facility Management, Medical Equipment Management, Biomedical Equipment Maintenance, Contract Services and War Reserve Materiel (WRM) management.

Medical Logistics Flight Commander or Chief. A Medical Service Corps Officer or civilian equivalent assigned to manage and coordinate all logistics activities in the MTF. At most small and medium size facilities, the MLFC is also the Accountable Medical Supply Officer.

★*Medical Materiel.* Those items listed in the federal supply catalog as medical materiel and any similar nonstock listed items. Items listed in the federal supply catalog as medical materiel and similar nonstock listed items including non-medical items purchased through the AFWCF.

Medical Materiel Expendability Status Code. Indicates the expendability status of items maintained in the medical supply account. See Chapter 2, Attachment 2A9, for code explanations.

★*Medical Resources Letter.* Planning document for contingency support personnel and logistics and source for Designed Operational Capability (DOC) statements, and Air Force Wide Unit Type Code (UTC) Availability and Tasking Summary (AFWUS) as approved by the Surgeon General.

Medical WRM Project Officer. An individual appointed by the MTF Commander to be responsible for the management of all WRM programs designated for the local MTF.

Military Standard Requisitioning and Issue Procedures (MILSTRIP). A standardized requisitioning and issue procedure designed to provide compatibility among DoD activities and the GSA for requisitioning and issuing materiel by the military services and GSA.

Mixed Waste. Waste which is dangerous for more than one reason, e.g., both radioactive and toxic or toxic and regulated medical waste (infectious), or radioactive and regulated medical waste. The condition may arise from inadvertent mixing of separate wastes or may simply be due to different aspects of the same waste.

Mobility Equipment. Items and quantities of equipment required to be moved with a unit upon operational deployment.

N

Narcotics. Drugs or preparations thereof consisting of opium, coca leaves, cocaine, or any salt, derivative, or preparation of opium, coca leaves, or cocaine, Meperidine (demerol), and any drug found by the Department of Justice and proclaimed by the President to have an addiction forming or addiction sustaining liability similar to morphine or cocaine, such as methadone (dolophine, adanon), nisentil, and marijuana (Cannabis Sativa L).

Nonrecurring Demand. A request by an authorized requisitioner to satisfy a materiel requirement known to be a one-time occurrence. This materiel is required to provide initial stockage allowances to meet planned program requirements or to satisfy a one-time requirement for maintenance or for a project. Nonrecurring demands normally will not be considered by the supporting supply system in the development of demand based elements of the requirements computation.

O

Organizational Equipment. All equipment items authorized for, or on hand in, an organization to support its mission. All organizational equipment pertaining to a medical activity will be managed by the base/command MEMO.

Overseas Environmental Baseline Guidance Document (OEBGD). Implementation guidance, procedures, and criteria for environmental compliance at DoD installations in overseas locations. The OEBGD is used by the Environmental Executive Agents to develop Final Governing Standards and in the case where no Final Governing Standards exist, provide the compliance criteria for use by the Air Force.

Ozone Depleting Chemicals (ODC). Various hydrocarbon compounds which contain halogens, especially chlorine, and are believed to have an adverse effect on the earth's ozone layer. Also known as ozone layer depleting substances (OLDS).

P

Periodic Automatic Resupply (PAR) System. A system in which materiel personnel automatically restock using activities storage shelves with routinely used items to predetermined levels.

Prepositioned Reserves. Designated portions of the WRM, set aside or earmarked for a specific purpose or designated force and prepositioned at a specified and pre-planned point for use.

Prime Vendor. A program in which a "prime" supplier for a commodity line provides the majority of the MTF's requirements for that commodity line. The purpose of the program is to shorten the logistics pipeline and make it more reliable.

Processed Stores. A central storage area for all materiel in a ready-to-use form (may include both sterile and nonsterile items). Processed stores should be in close proximity to the cart staging area.

Procurement. See Central Procurement or Local Purchase.

★*Product Quality Deficiency.* A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in a design, specification, material, manufacturing, and workmanship.

Property Custodian. An officer, enlisted member, or civilian designated by the chief of the service, commander of the unit having the property, MTF Commander, or the MTF Commander's designated representative, to maintain custody, care, and safekeeping of property used by activities in the organization. The property custodian prepares and forwards requests for equipment and supplies.

Q

Quality Assurance. The management function inspecting, sampling, classifying, evaluating, and reporting materiel to ensure only serviceable items are issued and in use.

R

Radioactive Waste. Low level radioactive material which is no longer required, has no other useful application, and cannot be recovered for recycling through a supplier, manufacturer, or licensed user. **NOTE:** High level radioactive material is fissionable material and is used in nuclear reactors and weapons. Use and disposal of all high level radioactive material is under the control of the Department of Energy. All other radioactive material is low level.

Recurring Demand. A request by an authorized requisitioner to satisfy a materiel requirement for consumption or stock replenishment that is anticipated to recur periodically. Demands for which the probability of future occurrence is unknown will be

considered as recurring. The supporting supply system considers recurring demands in order to procure, store, and distribute materiel to meet similar demands in the future.

★Refund Code. See “reimbursement code”.

Regulated Medical Waste. Regulated medical waste (sometimes referred to as infectious waste) is defined in 40 CFR 259 as any solid waste generated in the diagnosis, treatment, i.e., provision of medical services, or immunization of human beings or animals in research pertaining thereto or in the production or testing of biologicals.

★Reimbursement Code. Reimbursement codes are used for receipts and issues.

- Receipts. Reimbursable “R” indicates the bill will be paid by the Defense Accounting Office (DAO) supporting the FM account. Non-refundable “N” indicates the bill will not be paid by the DAO (free receipt or another FM account pays).
- Issues: Reimbursable Code “R” indicates the customer pays for the item. Nonreimbursable Refund Code “N” indicates free issues to the customer, investment equipment or non-medical materiel not purchased through the AFWCF.

Resource Management Systems (RMS). A DoD system of programming, budgeting, and managing an operating activity on the basis of recurring quantitative information. Included are systems for inventory management and acquisition, accounting, and disposition of capital assets.

Retail Stocks. Medical materiel on hand, owned, and controlled by the military services for issue or resale to supported using activities.

S

Solid Waste. Any discarded material as defined in 40 CFR 261.2.

Standard Price. A single uniform calculated unit cost used for inventory validation purposes. Standard prices for stock listed items are established by DSCP.

Sterile Processing Function. Elements are decontamination, assembly, and sterilization.

Stratification. A procedure for grouping elements of materiel assets and requirements by categories, that is, strata such as inventory segments, stock levels, and issue and adjustment requirements.

Support Equipment. All items of organizational equipment required for the support of units which are not scheduled for physical movement to combat or support positions in the event of emergency or war.

T

Tenant. An organization or activity of one major command or military department that is supported by a host organization or activity under the jurisdiction of a different major command or military department.

Terminal Audit. An audit requested upon notification of base closure or account deactivation. The purpose is to ensure closure plans and actions comply with GAO/OMB internal control standards.

U

Uniform Materiel Movement and Issue Priority System (UMMIPS). A standard system for use by the military services, defense agencies, defense contractors, other government agencies, and security assistance program countries to secure the movement of DoD materiel and for requisitioning of materiel from the DoD distribution system.

Using Activity. An organization or element of an organization which requests supplies from the medical logistics activity and/or equipment from the MEMO.

W

War Reserve Materiel (WRM). Materiel which must be on hand at the time a conflict begins. WRM, when added to peacetime operating stocks and mobility resources must be capable of sustaining combat consumption rates until resupply pipelines can become operative.

Waste Treatment. Any method, technique, or process designed to change the physical, chemical, or biological character or composition of any regulated waste so as to reduce or eliminate the characteristic that caused it to be subject to regulation.

Wholesale Stocks. Medical materiel owned by DSCP for issue by sale to the military departments.

**Attachment 1A3
FORMS**

<u>FORM NUMBER*</u>	<u>TITLE</u>	<u>CHAPTER</u>	<u>REFERENCE</u>
AF Form 9	Request for Purchase	16	16.7.
		18	Atch 4
AF Form 36	Supply Document Register (Manual)	4	4.2.
		22	22.4.
AF Form 85	Inventory Adjustment Voucher	18	Atch 8
AF Form 105 F-2	Stock Record Card (Cost Category II)	14	14.1.
		22	22.3.
AF Form 105 F-4	Due-in and Due-out Record	22	22.3.
AF Form 126	Customer Request Log	18	18.38.
AF Form 332	Base Civil Engineer Work Request	18	Atch 5
AF Form 579	Controlled Substances Register	10	10.9.
AF Form 581	Medical Linen Supply Record	21	21.3.
AF Form 601	Equipment Action Request	1	Atch 5
		15	15.12.
		18	18.13.
AF Form 616	Fund Cite Authorization	22	22.4.
AF Form 764A	Requisition and Requirement Request	1	1.7.
AF Form 971	Supervisor's Employee Brief	16	16.21.
AF Form 1000	IDEA Application	3	3.4.
AF Form 1297	Temporary Issue Receipt	18	18.26.
		24	24.5.
AF Form 2005	Issue/Turn-In Request	18	18.16.
AF Form 2530	Alarm System Test Record	23	23.4.
AF Form 3062	Abstracts of Proposals/Quotations (Negotiated Agreement)	16	16.13.
AF Form 3215	C4 Systems Requirements Document	18	18.17.
<hr/>			
DD Form 150	Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes	16	16.27.
DD Form 200	Financial Liability Investigation of Property Loss	9	9.9.
		12	12.3.
		18	18.40.
<hr/>			
<u>FORM NUMBER*</u>	<u>TITLE</u>	<u>CHAPTER</u>	<u>REFERENCE</u>
DD Form 250	Material Inspection and Receiving Report	9	9.4.
		16	16.13.
DD Form 362	Statement of Charges/Cash Collection Voucher	18	Atch 8
DD Form 771	Eyewear Prescription	16	16.22.
DD Form 1131	Cash Collection Voucher	18	Atch 8
DD Form 1150	Request for Issue or Turn-In	22	22.4.
DD Form 1155	Order for Supplies or Services	9	9.4.
		16	16.7.
DD Form 1191	Warning Tag for Medical Oxygen Equip	16	16.23.
DD Form 1348	DOD Single Line Item Requisition		

	System Document (Manual)	8	Atch 1
		16	16.27.
DD Form 1348-1A	Issue Release/Receipt Document	9	9.7.
		12	12.5.
		13	13.4.
		14	Atch 2
		19	19.10.
DD Form 1348-6	DoD Single Line Item Requisition		
	System Document (Manual - Long Form)	2	Atch 2
		12	12.2.
		16	16.7.
		18	Atch 4
		22	22.4.
DD Form 1391	FY 19__ Military Construction		
	Project Data	18	18.21.
DD Form 1391C	FY 19__ Military Construction		
	Project Data (Continued)	18	18.21.
DD Form 1502	Frozen Medical Material Shipment	24	24.3.
DD Form 1502-1	Chilled Medical Material Shipment	24	24.3.
DD Form 1502-2	Limited Unrefrigerated Medical		
	Material Shipment	12	12.2.
		24	24.3.
DD Form 1574	Serviceable Tag - Materiel	13	13.5.
DD Form 1574-1	Serviceable Label - Materiel	13	13.5.
DD Form 1575	Suspended Tag - Materiel	15	15.16.
		19	19.7.
DD Form 1575-1	Suspended Label - Materiel	19	19.7.
<hr/>			
DEA Form 106	Report of Theft or Loss of		
	Controlled Substances	14	14.4.
<hr/>			
<u>FORM NUMBER*</u>	<u>TITLE</u>	<u>CHAPTERREFERENCE</u>	
DEA Form 222	Official Order Form for Schedule I and II		
	Controlled Substances	16	16.19.
DEA Form 222A	Order Form Requisition (For Schedule I & II		
	Controlled Substances)	16	16.19.
DEA Form 224	Application for Registration	16	16.19.
DEA Form 224A	Application for Registration Renewal	16	16.20.2.2.
<hr/>			
EPA 8700-22	Uniform Hazardous Waste Manifest	14	14.5.
EPA 8700-22A	Uniform Hazardous Waste Manifest		
	(Continuation Sheet)	14	14.5.
<hr/>			
SF 30	Amendment of Solicitation/Modification		
	of Contract	16	13.5.
SF 44	Purchase Order-Invoice Voucher		
	(Storage Safeguard Form)	16	16.7.
SF 361	Transportation Discrepancy Report	9	9.6.
SF 364	Report of Discrepancy	9	9.6.
SF 368	Product Quality Deficiency Report	19	Atch 1
SF 380	Reporting and Processing Medical Material		
	Complaints/Quality Improvement Report	19	Atch 1
SF 1081	Voucher and Schedule of Withdrawals		
	and Credits	18	18.24.

***Note:**

AF = Air Force

DEA=Drug Enforcement Agency

OF=Optional Forms

DD = Department of Defense

EPA=Environmental Protection Agency

SF=Standard Forms

Attachment 1A4 PUBLICATIONS

	<u>TITLE</u>	<u>CHAPTER</u>
<u>AF Doctrine Documents</u>		
★AFDD 1-2	<i>Air Force Glossary</i>	1
<u>AF Manuals</u>		
★AFMAN 10-401		
Vol 1	Operation Plan and Concept Plan Development and Implementation	6
AFMAN 23-110	<i>USAF Supply Manual</i>	
Vol 1, Part 1	<i>Basic AF Supply Procedures</i>	1
Vol 1, Part 3	<i>AF Stock Fund and DSCP Assigned Item Procedures</i>	16
Vol 2, Part 2	<i>USAF Standard Base Supply System</i>	18
Vol 2, Part 13	<i>Standard Base Supply Customer's Procedures</i>	
Vol 4, Part 1	<i>Air Force Equipment System Policy and Procedures</i>	18
Vol 6	<i>Excess and Surplus Personal Property</i>	12
Vol 7, Part 4	<i>Zero Overpricing Program (ZOP)</i>	3
AFMAN 23-220	<i>Reports of Survey for Air Force Property</i>	12
AFMAN 24-204	<i>Preparing Hazardous Materials for Military Air Shipment</i>	23
AFMAN 24-307	<i>Procedures for Vehicle Maintenance Management</i>	26
AFMAN 37-123	<i>Management of Records</i>	4
AFMAN 37-139	<i>Records Disposition Schedule</i>	1
<u>AF Computer Systems Manual</u>		
★AFCSM 41-230		
Vol 2	<i>Medical Logistics System (MEDLOG): I008/AJ Users Manual</i>	1
<u>AF Instructions</u>		
AFI 10-403	Deployment Planning	6
AFI 23-111	<i>Management of Government Property in the Possession of the Air Force</i>	1
AFI 24-201	<i>Cargo Movement</i>	8
AFI 24-202	<i>Preservation and Packing</i>	24
AFI 24-230	<i>Maintaining the DoD Activity Address Directory (DODAAD)</i>	1
AFI 24-301	<i>Vehicle Operations</i>	26
AFI 24-302	<i>Vehicle Maintenance Management</i>	26
AFI 24-303	<i>Command/Air Force Vehicle Integrated Management System and Consolidated Analysis and Reporting</i>	26
AFI 25-101	<i>War Reserve Materiel (WRM) Program Guidance and Procedures</i>	15

	<u>TITLE</u>	<u>CHAPTER</u>
AFI 25-201	<i>Support Agreements Procedures</i>	10
AFI 25-301	<i>Acquisition and Cross-Servicing Agreements Between the United States Air Force and Other Allied and Friendly Forces</i>	16
AFI 31-209	<i>The Air Force Resource Protection Program</i>	23
AFI 32-1021	<i>Planning and Programming of Facility Construction Projects</i>	18
AFI 32-1032	<i>Planning and Programming Real Property Maintenance Projects Using Appropriated Funds (APF)</i>	18
★AFI 32-4002	<i>Hazardous Materiel Emergency Planning and Response Program</i>	25
★AFI 32-7006	<i>Environmental Program in Foreign Countries</i>	25
★AFI 32-7042	<i>Solid and Hazardous Waste Compliance</i>	25
★AFI 32-7045	<i>Environmental Compliance Assessment and Management Program</i>	25
AFI 32-9005	<i>Real Property Accountability and Reporting</i>	18
AFI 33-103	<i>Requirements Development and Processing</i>	18
AFI 33-106	<i>Managing High Frequency Radios, Land Mobile Radios, and the Military Affiliate Radio System</i>	18
AFI 33-110	<i>Data Administration Program</i>	2
AFI 33-112	<i>Computer Systems Management</i>	8
AFI 33-113	<i>Managing Messaging and Data Processing Centers</i>	8
AFI 33-117	<i>Visual Information (VI) Management</i>	18
AFI 34-252	<i>Laundry, Dry Cleaning, and Linen Exchange</i>	21
AFI 36-704	<i>Discipline and Adverse Actions</i>	18
AFI 37-138	<i>Records Disposition Procedures and Responsibilities</i>	9
AFI 38-203	<i>Commercial Activities Program</i>	16
AFI 38-401	<i>The Innovative Development through Employee Awareness Program</i>	3
AFI 40-201	<i>Managing Radioactive Materials in the USAF</i>	25
AFI 40-402	<i>Protection of Human Subjects in Biomedical and Behavioral Research</i>	16
AFI 41-115	<i>Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)</i>	16
AFI 41-201	<i>Managing Clinical Engineering Programs</i>	18,25
AFI 41-209	<i>Medical Logistics Support</i>	1
AFI 44-102	<i>Community Health Management</i>	16
AFI 44-103	<i>Medical Support for Mobile Medical Units/Remote Sites</i>	10
AFI 48-119	<i>Medical Service Environmental Quality Programs</i>	25
AFI 51-601	<i>Gifts to the Department of the Air Force</i>	12
★AFI 63-124	<i>Performance-Base Service Contracting</i>	16
AFI 65-501	<i>Economic Analysis</i>	18
AFI 65-601, Vol 1	<i>Budget Guidance and Procedures</i>	16

	<u>TITLE</u>	<u>CHAPTER</u>
<u>AF Policy Directive</u>		
AFPD 23-5	<i>Reusing and Disposing of Materiel</i>	
AFPD 24-2	<i>Preparation and Movement of Air Force Materiel</i>	
<u>AF Supplement</u>		
★AFSUPDODD 5330-3	<i>Defense Automated Printing Service</i>	16
<u>AFJI</u>		
AFJI 24-228	<i>Reporting of Transportation Discrepancies in Shipments (RCS MTMC-54(RI))</i>	9
AFJI 24-105	<i>DoD Use of Commercial Air Transportation Under the War Air Service Program (WASP)</i>	26
AFJI 41-205	<i>Property Management During Patient Evacuation</i>	10
AFJI 41-206	<i>Review Procedures for High Cost Medical Equipment</i>	18
<u>AFJMAN</u>		
AFJMAN 23-209	<i>Storage and Handling of Hazardous Material</i>	25
★AFJMAN 23-215	<i>Reporting Supply Discrepancies</i>	9
★AFJMAN 24-204	<i>Preparing Hazardous Materials for Military Air Shipments</i>	25
AFJMAN 24-206	<i>Packaging of Material</i>	24
AFJMAN 24-306	<i>Manual for the Wheeled Vehicle Drivers</i>	26
<u>AFOSH Standards</u>		
★91-8	<i>Medical Facilities</i>	23,25
★91-67	<i>Liquid Nitrogen and Oxygen Safety</i>	16
Defense Finance & Accounting Service - Denver		
DFAS-DER 7000-1	<i>Responsibility Center/Cost Center Codes</i>	15
DFAS-DER 7010-1	<i>General Accounting and Finance Systems at Base Level</i>	22
DFAS-DER 7010-2	<i>Commercial Transactions at Base Level</i>	10
DFAS-DER 7000-8	<i>Materiel and Property Accounting</i>	1
DFAS-DER 7420-1	<i>Procedures In Support of Air Force Stock Fund</i>	1
<u>DLA Regulations</u>		
★DLAR 4155.37	<i>Materiel Quality Control Storage Standards</i>	12

	<u>TITLE</u>	<u>CHAPTER</u>
<u>DoD Publications</u>		
DOD 4000.25-1-M	<i>Military Standard Requisitioning and Issue Procedures (MILSTRIP)</i>	8
DOD 4000.25-1-S1	<i>MILSTRIP Routing Identifier and Distribution Codes</i>	2
DOD 4000.25-1-S2	<i>Defense Program for Redistribution of Assets (DEPRA) Procedures</i>	20
DOD 4000.25-6-M	<i>Department of Defense Activity Address Directory (DODAAD)</i>	1
DOD 4100.39-M	<i>Federal Logistics Information System (FLIS) Procedures Manual</i>	2
DOD 4145.19-R-1	<i>Storage and Materials Handling</i>	23
DOD 4160.21-M	<i>Defense Reutilization and Marketing Manual</i>	14,25
DOD I 4165.56	<i>Relocatable Buildings</i>	18
DOD 4500.32-R	<i>Military Standard Transportation and Movement Procedures (MILSTAMP)</i>	2
<u>Military Standards</u>		
MIL STD 130 J	<i>Standard Practice 4 Identification Marking of US Military Property</i>	18
MIL STD 1691 F	<i>Construction and Material Schedule for Medical and Dental Equipment</i>	18
<u>National Institutes of Health</u>		
Publication No 71-161		16
<u>Allowance Standard</u>		
AS 012	<i>Vehicles</i>	26
<u>Technical Orders</u>		
T.O. 00-35A-39	<i>Instructions for Procurement, Issue, Use and Maintenance of Medical Kits</i>	14
T.O. 36-1-3	<i>Painting, Marking, and Lighting Requirements for USAF Vehicles</i>	26
T.O. 42B5-1-2	<i>Use, Handling and Maintenance Instruction - Storage Type Gas Cylinders</i>	16
T.O. 42B6-1-1	<i>Quality Control of Oxygen, Propellant Liquid Oxygen, Aviators Liquid Oxygen, and Aviators Gaseous Breathing Oxygen</i>	16

Attachment 1A5
ALPHABETICAL INDEX

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Abbreviations	1		1
Accountability for Property	18	Sec C	
Accountable Property Records	3	3.2.	
Acquisition Advice Codes.....	2		1
Adjusted Unit of Issue.....	10	10.19.	
ADPE Identification Codes.....	2		3
Advice and Status Codes.....	2		2
Alcoholic Beverages	23	23.4.	
Allowance, Table of.....	6		
Annual Operating Program.....	5	5.3.	
Approved Operating Program	5	5.4.	
Authorization to Request and Receipt for Materiel	10	10.7.	
Back Order Procedures	10	10.5.	
Base Closure.....	1	1.8.	
Biennial Drug Inventory	14	14.3.	
Biological and Chemical Warfare (BW/CW) Defense	15	Sec B	
Biological Warfare Defense Requirements	15		2
Blanket Purchase Agreement (BPA)	16	16.13.	
Blood and Blood Products Procurement	16	16.22.	
Books, Excess.....	20	10.3.	
Books, Local Purchase	16	16.20.	
Buddy Care/Self Aid Supplies.....	15	15.5.	
Budgeting for Equipment.....	18	18.7.	
BW/CW Agents, Defense	15	Sec B	
Capital Control.....	7	7.2.	
Cart Exchange System.....	10	10.30.	
Central Dispatch Office, Management of	10	10.32.	
Central Processing and Distribution (CPD).....	10	Sec C	
Check List, WRM Inspection	15	15.11.	1
Chemical Warfare Defense Requirements, Bulk.....	15		3
Chemical Warfare Defense Requirements, Individual	15		4
Clean Linen Protection	21	21.5.	
Code Q Items.....	14	14.1.	
Code R Items	14	14.1	
Complaints, Medical Materiel.....	19	19.2.	
Compressed Gasses.....	16	16.23.	
Computer Outage Checklist	22		1
Condition Codes, Supply	2		4
Controlled Items	14		

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Controlled Items, Shipment	24	24.4.	
Controlled Items, Storage	23	23.4.	
Controlled Substances, Loss or Theft	14	14.4.	
Credit Card Purchases	16	16.14.	
Credit for Turn-Ins to MDD	11	11.2.	
Customer Turn-Ins	11		
 Dangerous Materiel Storage.....	23	23.6.	
Data Records	3		
Dated Items, Expiration.....	13		
DEA Required Inventory of Controlled Drugs.....	14	14.3.	
Deactivation of an Account.....	1	1.6.	
Definitions.....	1		2
Dental Division Materiel, Fund Control.....	10	10.3.	
Dental Division Turn-Ins.....	11	11.2.	
Destruction of Materiel	12	12.2.	
Detached Medical Facility Support	1	1.9.	
Detached Medical Facility WRM Support.....	15	15.9.	
Deteriorating Item Storage.....	23	23.5.	
Discrepancies in Shipment	9	9.5.	
Discrepancy Adjustments.....	9	9.8.	
Disposal Authority Codes	2		5
Disposal of Equipment.....	18	18.26.	
Disposal Shipment Confirmation.....	12		4
Disposition of Records	1	1.8.	
Document Control	4	4.3.	
Document Identifier Codes	2		6
Document Number Entries	2		7
Document Numbers	4	4.2.	
Documents, General	4	4.1.	
DoD Dependents Schools (DODDS).....	10	10.3.	
Donations/Gifts	12	12.6.	
Drugs, Controlled, Procurement	16	16.19.	
Due-Ins	8	Sec B	
Due Outs	10	Sec A	
 Economic Order Quantity (EOQ).....	8	8.3.	
Economic Retention.....	7	7.3.	
Emergency and War Support Plan Procedures, DLA.....	8	8.17.	
Emergency Purchases	16	16.11.	
Equipment Acquisition	18	Sec B	
Equipment Action Request (AF Form 601).....	18	18.9.	
Equipment Authorization	18	18.8.	

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Equipment Custodian Responsibilities	18	18.31.	
Equipment Inventory	18	18.22.	
Equipment Items Assigned Acquisition Advice Code L	18		4
Equipment, Major Medical	18	18.10.	
Equipment Management Office Document Files	18	18.3.	
Equipment Management Office Procedures	18	Sec B	
Equipment Rental	18	18.14.	
Equipment Replacement Budgetary List	18	18.7.	
Equipment Review and Authorization Activity (ERAA)	18	18.3.	
Equipment Transfers	18	18.23.	
Estimated Storage Life	19	19.5.	
Exception Processing of Requirement	8	8.14.	
Excess, Air Force Reserve	20	20.3.	
Excess, Air National Guard	20	20.3.	
Excess Books and Periodicals	20	20.3.	
Excess Distribution (AFMEDS)	20	20.4.	
Exchange Credit	16	16.18.	
Expendability Codes	2		8
Expensing Procedures	10	10.33.	
Expiration Dated Items	13		
Expiration Dated Items, Remarking	13	13.5.	
Expiration Dated WRM	15	15.16.	
Fire Prevention	23	23.2.	
First Aid Kits	10	10.4.	
Follow-up on Local Purchase	16	16.9.	
Follow-up on Requisitions	8		4
Force/Activity Designator (FAD)	8		2
Forms	1		3
Forward Logistics	10	10.1.	
Found on Base Materiel	12	12.5.	
Fund Codes	2		9
Fund Control	10	10.3.	
Funding Local Purchases	16	16.6.	
Funding Requisitions	8	8.12.	
Funding WRM	15	15.7.	
Furniture and Furnishings	18	18.12.	
Gains and Losses of Inventory	12		
General Responsibilities	1	1.3.	
Gifts and Donations	12	12.6.	
Gifts and Donations of Equipment	18	18.15.	
Glasses/Spectacles	16	16.21.	

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Guarantees	9	9.1.	
Independent Duty Technicians.....	10	10.9.	
Industrial Safety Glasses.....	16	16.21.	
Infant Formula Procedures.....	16	16.27.	
Inspectors, Materiel.....	19	19.9.	
Internal Distribution Operation (IDO)	10	Sec B	
Intransit Control of DRMO Shipments	12	12.9.	
Inventories of WRM Assemblages	12	12.4.	
Inventory Category Codes.....	2		10
Inventory Check List for Controlled Items	14		1
Inventory Control Policies	8	8.2.	
Inventory Gains and Losses	12		
Inventory Objective Variance Report	5		1
Inventory, Physical	12	12.3.	
Inventory Stratification.....	7		
Investment WRM	15	15.12.	
Issue In of Equipment.....	18	18.18.	
Issue Procedures	10	10.4.	
Laundering of Organizational Clothing	21	21.7.	
Limited Warrant Contracting.....	16	16.12.	
Linen Repair and Salvage.....	21	21.8.	
Linen Supply	21		
Loan of Property.....	18	18.21.	
Local Purchase	16		
Local Purchase of GSA and DLA Managed Materiel	16	16.8	
Local Purchase Overseas.....	16	16.16.	
Local Purchase Receipts	9	9.3.	
Local Purchase of Services.....	16	16.3.	
Local Purchase Surcharge.....	16	16.1.	
Loss of Controlled Substances.....	14	14.4.	
Loss of Inventory	12		
Lost, Damaged, or Destroyed Property	18	18.32.	
Major Command Codes	2		11
Manual Supply Operations	22		
Marking Equipment and Durable Supplies	18	18.20.	
Marking Linens.....	21	21.6.	
Marking Requirements	24	24.3.	
Mass Cancellations.....	8	8.18.	
Materiel Inspectors	19	19.9.	
Materiel Obligation Validation	8		6

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Materiel Withdrawn from DRMO.....	12	12.7.	
Media and Status Codes.....	2		12
Medical/Dental Division Operating Budgets.....	5	5.3.	
Medical Equipment Management	18		
Medical Equipment Management Office (MEMO) Procedures.....	18	Sec B	
Medical Items for Nonmedical Activities, Definition	10	10.2.	
Medical Materiel Notes Codes	2		13
Medical Service Equipment Management Program.....	18	Sec A	
Medical Service WRM.....	15		
Medical Stock Record Accounts.....	1	1.6.	
Medicinal Gases, Special Instructions.....	23	23.2.	
Message Requisitions.....	8		5
Military Construction Projects	18	18.16.	
MILSTRIP Status	8		3
Mode of Shipment Codes.....	2		14
Nonmedical Activity Support.....	10	10.9.	
Nonmedical Equipment	18	18.13.	
Nonmedical Materiel.....	17		
Nonmedical WRM.....	15	15.13.	
Nonrecurring Items	10	10.20.	
Operating Budget	5	5.3.	
Organization	1	1.4.	
Outpatient Support	10	10.34.	
Overseas Excess Reporting Procedures	20	20.3.	
Oxygen for Home Use.....	16	16.24.	
Packing	24	24.2.	
★Patient Movement Items	6	2.5.	
Patient Transfers, Material Management	10	10.10.	
Peace Corps, Supply Support	10	10.8.	
Peacetime Operating Stocks (POS)	15	15.6.	
Periodic Automatic Resupply (PAR).....	10	10.31.	
Periodicals, Excess	20	20.3.	
Periodicals, Local Purchase	16	16.20.	
Personal Retention Clothing	21	21.9.	
Personal Retention Items (AF Form 538).....	18	18.25.	
Physical Inventory	12	12.3.	
Pilferage.....	23	23.8.	
Potency Dated Items (See Expiration Dated Items)	13		
Precious Metals Indicator Codes	2		15
Precious Metals Recovery Program (PMRP)	14	14.5.	
Prescription Labels	16	16.25.	

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Price Challenges/Verifications.....	3		1
Prime Vendor	16	16.30.	
Priority Designators.....	8		2
Procurement of Major Equipment	18	18.10.	
Property Accountability	18	Sec C	
Property Custodian	1	1.3.	
Property Records	3	3.2.	
Prophylaxis Program	15	15.5.	
Publications	1		4
Quality Assurance	19		
Receipting for Materiel	10	10.7.	
Receipts from Local Purchase	9	9.3.	
Receipts Resulting from Requisitions	9		
Record Administration	3	3.3.	
Record Disposition	1	1.8.	
★Refund Codes	8	8.12.	
Rentals	16	16.29.	
Reorder Point	8	8.2.	
Reparable Item Inventory.....	7	7.5.	
Report Submission.....	5	5.2.	
Report of Survey.....	12		2
Reporting Discrepancies	9	9.6.	2
Reports Procedures	5		
Required Delivery Date (RDD)	8	8.9.	
Requirements.....	8	Sec A	
Requirements Exceptions.....	8	8.14.	
Requisition Follow-Up.....	8		4
Requisition Modifiers	8	8.9.	
Requisition Priority Designators	8		2
Requisition Status.....	8		3
Requisitions.....	8	Sec B	
Research Products.....	16		4
Responsibilities.....	1	1.3.	
Rotation of Stock	23	23.7.	
Safety Level Factors.....	8	8.2.	
Safety Precautions	23	23.2.	
Self Aid Supplies/Buddy Care.....	15	15.5.	
Shelf Life Items	13	13.2.	
Shipment Discrepancies.....	9	9.5.	
Shipping Medical Materiel	24		

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
Signal Codes	2		18
Special Project Inventory	7	7.4.	
Spectacles/Glasses	16	16.21.	
★Status of Resources and Training System (SORTS)	15	15.17.	
Stock Control Level.....	8	8.2.	
Stock Fund Approved Operating Program	5	5.4.	
Stock Listing, Recommendations for.....	16	16.10.	
Stock Numbers, Special Use	16	16.5.	
Stock Record Accounts, Medical.....	1	1.6.	
Stock Rotation	23	23.7.	
Storage	23		
Storage Facilities	23	23.1.	
Storage Life, Estimated.....	19	19.5.	
Storage of WRM.....	15	15.9.	
Substitutions	8	8.16.	
Suffix Codes	2		19
Supplementary Address	2		20
Supplements	1	1.1.	
Supply Assistance.....	1	1.5.	
Surcharge, Local Purchase (LP).....	16	16.1.	
Suspended Item Inventory.....	7	7.5.	
Suspended Stocks	19	19.7.	
Tables of Allowance	6		
Terminal Audit.....	1	1.6.	
Tests, User.....	16	16.28.	
Theft of Controlled Substances	14	14.4.	
Theft and Pilferage	23	23.8.	
Turn-Ins, Customer	11		
Turn In of Equipment.....	18	18.27.	
Type Cargo Codes	2		21
UMMIPS.....	8	8.9.	
USAF Missions	10	10.9.	
Use of WRM.....	15	15.10.	
VA as a Source of Supply	8	8.14.	
★Vendor Managed Inventory	15	15.7.	
War and Emergency Support Plan Procedures, DLA.....	8	8.17.	

<u>Subject</u>	<u>Chap</u>	<u>Para</u>	<u>Atch</u>
War Reserve Materiel (WRM)	15		
WRM Accounting.....	15	15.8.	
WRM Codes	2		16
WRM Inspection.....	15	15.11.	
WRM Item Selection	15	15.4.	
WRM Peacetime Operating Stocks (POS)	15	15.6.	
WRM Project Codes.....	15	15.2.	
Warehouse Refusals.....	10	10.6.	
Warranty/Guarantee, Equipment	18	18.19	
Warranty/Guarantee Records	9	9.1.	
Water Purification Tablet Testing	19	19.10.	
Withdrawals From Defense Reutilization and Marketing Offices	12	12.7.	
 X-Ray Film, (LP).....	16	16.3.	
X-Ray Systems	8	8.13.	
 Zero Overpricing	3	3.4.	